

Permanent Address:

Mary

Campus Address:
Wartburg College
Box
Waverly, IA 50677

Objective:

To obtain an engineering job at a prominent company to broaden and expand my knowledge and my engineering experience and use my farming background as either a mechanical or agricultural engineer

Education:

Bachelor of Arts in Engineering Science - Wartburg College, Waverly, IA Anticipated May 2015
Minor in German Language
GPA: 3.925/4.000

Work Experience:

Physics Lab Assistant - Wartburg College Physics Department, Waverly, IA September 2013-January 2015

- Led discussions with students and assisted during physics lab sessions
- Prepare and set up physics lab equipment on a weekly basis

Office Assistant/Work Study - Wartburg College Chapel Office, Waverly, IA September 2013-Present

- Demonstrate flexibility by working on various projects each day
- Develop Excel spreadsheets to effectively organize data to aid in decision making
- Manage the sound board for weekly Chapels

Leadership Training Coordinator - EWALU Bible Camp, Strawberry Point, IA Summer 2014

- Coached and counseled the essential skills to high school campers to be a camp counselor
- Enabled growth in the students' leadership and group management skills

Ranch Camp and Pioneer Coordinator - EWALU Bible Camp, Strawberry Point, IA Summer 2013

- Organized the Ranch Camp (riding horses) and Pioneer program for camp participants
- Scheduled and coordinated activities for the counselors and campers each week
- Communicated with fellow staff members regarding transportation and additional assistance
- Supervised the farm at camp, which included caring for livestock and ordering feed

Summer Camp Counselor - EWALU Bible Camp, Strawberry Point, IA Summer 2012

- Supervised and led a group of five children through their week-long camp experience
- Instructed young kids on how to ride horses along with the basics of horse care
- Strengthened children's faiths by facilitating daily Bible studies

Spirit Caller - Wartburg College Admissions Office, Waverly, IA September 2011-May 2013

- Called prospective students who were currently seniors in high school
- Stimulated interest by answering questions and inviting them to visit campus
- Improved and strengthened my professionalism and customer service skills

College Coursework:

Engineering: Statics, Dynamics, Thermodynamics, Fluids, ProE/Creo (CAD Drawing), Design for Six Sigma, Machinery and Manufacturing (shop class), Structural Analysis, Materials, Circuits, Electronics (robot building), and Engineering Economics

Math, Physics, Chemistry, and Computer Programming: Integral, Differential & Multivariable Calculus, Statistics, Classical Physics (calculus-based), Chemistry, and Computer Programming (Python)

Liberal Arts: German Language, German History (in German), Minorities in German Society (in German), German Society in Film/Fiction (in German), Comp I, Oral Comm, and Lit. of Old and New Testaments

Activities and Honors:

Volleyball, Track	Science Symposium Scholar	Study Abroad - Germany	Boys and Girls Club
Engineering Club	Regents Scholar	Sunday School Teacher	Dance Marathon
German Club	Dean's List	HS Valedictorian	Service Trip

Permanent Address:

Dysart, IA 52224

Mary

Campus Address:

Wartburg College

Box

Waverly, IA 50677

References for Mary Wrage

Dr. LeAnn Faidley

Assistant Professor of Engineering

Wartburg College Science Center

100 Wartburg Blvd.

Waverly, IA 50677

(563) 338-9340

leann.faidley@wartburg.edu

Jana Hamlett

Former Supervisor of the Ranch Camp Program

EWALU Bible Camp and Retreat Center

Home Address:

2007 B Avenue

Arlington, IA 50606

Cell (563) 338-1423

Home (563) 338-1423

hamlettj@ yahoo.com

Rev. Dr. Ramona Bouzard

Current Supervisor

Religion Professor and Campus Pastor

Wartburg College Spiritual Life and Campus Ministry Office

100 Wartburg Boulevard

Waverly, IA 50677

(319) 338-1423

ramona.bouzard@wartburg.edu

Kelli

kelli. @healthpartners.com • (701) 253-1234
West 96th Street, Bloomington, MN 55420

OBJECTIVE

To obtain a position as an Epic Specialist for the Central Region with HealthPartners.

EDUCATION

Gustavus Adolphus College, St. Peter, MN, Bachelor of Arts Degree *December 2014*
Major: Communication Studies **Minor:** Religion **GPA:** 3.8
Lambda Pi Eta Honor Fraternity: top 10% of Communication Studies students in U.S.
President's Honors List: 2012-2014; **Dean's List:** 2011-2014

EXPERIENCE

Project Coordinator Associate – Care Model Process *HealthPartners, January 2015-present*

- Coordinate logistics & train content for six large group trainings (50-75+ attendees) each year
- Maintain 35+ workflow modules along with supporting documents
- Assist in collaborative designing of new workflows that coordinate with our electronic health record EPIC

Curriculum Developer Intern *HealthPartners, Summer 2014*

- Assessed current products to better support the needs within clinics, improving patient experience
- Developed, tested, and implemented upgrades to Care Model Process workflow modules, audit tools, quick tip pocket cards, and site space

“Changing the World” Class Intern *Gustavus Center for Servant Leadership, January 2014*

- Planned outline of class, including trips to Minneapolis, a retreat, and daily discussion and activities
- Managed finances and guest speakers

Peer Health Coaching Facilitator *Gustavus Well-Being “Be U”, Fall 2013-Spring 2014*

- Trained on Motivational Interviewing to facilitate student groups with a goal to improve personal well-being

Peer Assistant *Gustavus Well-Being Center, 2013-2014*

- Selected as member of nationally recognized, award winning peer education program
- Educated and encouraged healthy choices for balanced life styles
- Developed a Bystander Intervention workshop given to all first-year students during orientation

Vocation & Integrative Learning Intern *Gustavus Center for Servant Leadership, 2013-2014*

- Planned, organized, promoted and implemented events centered on vocation
- Developed creative ways to maintain relations with alumni, students, faculty, and staff
- Helped others discover their passions and purpose(s) in life

Peer Career Advisor *Gustavus Career Development, 2012-2014*

- Assisted students in development of résumés, cover letters, and networking; refer to resources

PC Installer Intern *Workforce Safety & Insurance, Bismarck, ND, Summers 2011 & 2013*

- Implemented upgrades and replacement of PCs; Organized and entered data into Excel and Word

Business Analyst Intern *Workforce Safety & Insurance, Bismarck, ND, Summer 2012*

- Analyzed data and approved payments; assisted Information Technology Help Desk as assigned

Kelli
Gustavus Adolphus College
800 West College Avenue
St. Peter, MN 56082
August 9th, 2014

Ms. Jill and Mr. David
HealthPartners
Bloomington, MN

Dear Ms. Jill and Mr. David

I am interested in applying for the Epic Specialist opening in the Central Region with HealthPartners. I think you will find my strong background in communication, including both written and oral skills, as well as my organizational skills, training experience, and ability to work both independently and on a team, to be quite applicable for the opportunity.

My passion for serving as a resource of well-being for all, paired with my communication and organizational skills, would help me to excel as a member on your team. In my work as an intern in my college's Center for Servant Leadership, I have had much practice in communicating empathetically with peers, faculty, and outside sources via email and in daily conversation. In preparing the logistics for a class called *Changing the World*, I organized reservations for the class's meeting space, set up luncheons, planned field trips and in-class discussion, and served as a point person to my peers.

You will also notice in my résumé that I have had practice in training others through my Peer Health Coaching group and my Peer Assistant program. In both of these programs, my role is to observe where improvements can be made. For example in the Peer Assistant group, we focus on areas needing improvement on campus and then work on developing and implementing the most efficient way to improve these areas. More recently—in response to some racial hate crimes on campus—I co-created a Bystander Intervention workshop, which is being trained to all incoming first-year students.

While at HealthPartners, I have shown my ability to work independently and as a team member. I took input from others while analyzing products already in place. In the end, I thought of purposeful and efficient ways to design, test, and implement new workflow modules, audit tools, pocket cards, and a site space.

As my previous opportunities and résumé will show, I have developed skills both coordinating with others and working independently to organize and implement tasks and events in an efficient yet thorough manner. I look forward to discussing the opportunity with you both and can best be contacted by email at [kelli@kelli@gmail.com](mailto:kelli@kelli@kelli@gmail.com) or by phone at (701) . Thank you for your consideration.

Sincerely,

Kelli

Matthew C.

Harriet Avenue APT
Shoreview, MN 55126

Cell: (651)

EDUCATION

Bethel University, St. Paul, MN

Expected Graduation: May 2015

Major: Biochemistry/Molecular Biology, B.S., Chemistry, B.A.

GPA: 3.36/4.00

Research

August 2013-Present

Dr. Wade Neiwert

- Conducting research on Polyoxometalates(POMs) and their application towards large metal organic frameworks
- Synthesis and characterization of tetrahedral organic ligands for POM frameworks
- Perform Sonogashira Cross-Coupling Reactions under inert atmosphere using a Schlenk Line for ligand synthesis
- Participated in summer research program at Bethel University (June-August 2014)
- Presented poster at 2015 ACS National Meeting

Instrument Training

- Flash Chromatography
- Nuclear Magnetic Resonance
- UV-Visible Spectroscopy
- Calorimetry

WORK EXPERIENCE

Teachers Assistant, Biochemistry

September 2014 – Present

Bethel University

Groundskeeper, Hastings Country Club

June – August 2013, 2014

Hastings, MN

Grill Chef, Hastings Country Club, 3 Rivers Grill

June – August 2011, 2012

Hastings, MN

EXTRA-CURRICULAR and LEADERSHIP EXPERIENCE

Club Broomball Captain

August 2013 - Present

Bethel University

- Manage finances, club schedule and oversee Club activities

Shift Leader

February – May 2014

Bethel University

- Design lesson plans for weekly Bible study and help lead discussion for Freshmen students on campus to help guide them towards making mature life decisions

AVID Learning Program Tutor

February – May 2014

Highland Park HS, St. Paul, MN

- Work with High School students weekly to help facilitate learning through encouraging students to ask the right questions and help push them in the right direction

References will be presented upon request

Matthew

Email: matthew .@gmail.com | Phone: (612) - 344-1072
LinkedIn: www.linkedin.com/in/ matthew/

Education

Senior, Gustavus Adolphus College, St. Peter, MN, Bachelor of Arts, June 2015
Major: Communication Studies GPA: 3.75 Magna Cum Laude | Dean's List (Multiple Semesters)

Experience

Marketing Development Representative, Kipsu (December 2015 – Present)

Execute effective and efficient automated marketing strategies, pursue business partnership leads, generate business progression, implement consistent branding across company communications

Government Relations Assistant, Lockridge Grindal Nauen P.L.L.P. (August 2015 – December 2015)

Maintain correspondence with various state offices, legislators, and clients, investigate new business opportunities, edit contract proposals, avail myself to help all members in any capacity necessary for team success, examine political and economic environments concerning clientele

Government Relations Communications Intern, Lockridge Grindal Nauen P.L.L.P. (June 2015-August 2015)

Prepared written press releases, authored opinion editorials, created web content for clients, researched areas of concern and interest, identified target audiences, analyzed marketing and public image strategies

Ambassador, Gustavus Advancement (April 2013-May 2015)

Represented students to donors and guests of the College including Nobel Laureates

Student Senate Co-President, Gustavus Student Senate (Twice-elected, June 2013-May 2015)

Served as chief representative of the student body, chaired weekly Senate meetings of 21 Senators and 10 Cabinet members, met with administration and Board of Trustees to provide student input, facilitated distribution of over \$250,000 to more than 120 campus organizations

First-Year Orientation Leader, Gustavus Orientation Program (August 2013-May 2015)

Led orientation programming for 650 first-year students, arranged engaging activities that welcome students to campus, disseminated vital collegiate-life information, functioned as a resource to students

Gustavus Involvements

- Employment: Building Operations Manager, Residential Assistant, Summer Programs Associate, Summer Speech Institute Student Coach
- Gustavus Choir
- Choir of Christ Chapel
- Epsilon Pi Alpha Fraternity Alumni Chair and Senior Judicial Board Member
- LineUs Improv Comedy Troupe
- Honorable Judge Paul Magnuson Individual Award for Student Leadership and Service 2015
- Lamda Pi Eta Communication Studies Honor Society
- Order of Omega Academic Honor Society
- Guild of St. Ansgar Senior Honor Society
- Forensics (qualified for 2012 American Forensics Association National Individual Events Tournament)

Matthew

Medicine Lake Rd. Apt. 02, New Hope, MN 55427

Phone: (612)-555-1234 | Email: matthews123@gmail.com

October 2nd, 2015

Kipsu

100 S. 1st Street,

No. 5834191

Minneapolis, MN 55401

Dear Kipsu Team,

My name is Matthew. I am writing to you to not only introduce myself but also to express my most sincere interest in joining the Kipsu team. I am drawn to the dynamic nature of the Market Development Representative position as it combines detail-orientation necessary for market research and strong communication skills needed to help build relationships with customer partners, two areas in which I am confident of my abilities. Additionally, I would be remiss if I did not mention how fascinating I find Kipsu's mission as well as being a premier technology company proud of its Midwestern roots.

I am captivated by the Market Development Representative's role as many of the responsibilities align with the tasks I fulfill in my current employment, however, in a different atmosphere, setting, and culture than the one that Kipsu has so successfully cultivated. In order to work alongside a collaborative group of peers, adept skills in communication prove paramount. I am equipped with a diverse set of experiences that will make me an asset in marketing and sales strategizing. While not only dedicating myself to communication studies in college, I have been able to apply those skills in the real world working for the largest contract lobby firm in the state. Through my current employment, I have worked firsthand with various clients striving to ensure their satisfaction. I have witnessed and contributed to an array of marketing and service strategies, each tailor-made to suit the needs of clients ranging from Fortune 500 companies to non-profits. While twice serving as a Student Senate Co-President alongside another motivated partner, I gained invaluable proficiency in developing relationships, creating action plans, implementing successful branding and marketing strategies, and ensuring tangible deadlines and results. During my time employed in Residential Life and the Gustavus Orientation Program, I fostered the skill of speaking on behalf of institutions larger than myself while simultaneously finding purpose through supporting my peers by means not always made clear through instruction. Not only my studies, but also my experiences have prepared me with a distinct capability to effectively, efficiently, and personably work with peers, clients, and any detail in between.

While this letter may offer you a glimpse into who I am, I know that sitting down and meeting one another would allow me to better communicate my passion for joining Kipsu. I look forward to both the opportunity to improve my abysmal foosball skills and hearing from you soon.

Warm regards,
Matthew

MR. TAYLOR WASVICK

(PERSONAL INFORMATION)

OBJECTIVE: To pursue a career in teaching secondary students in a social studies classroom

EDUCATION: Gustavus Adolphus College, St. Peter, MN - Bachelor of Arts June of 2015
MAJOR: Secondary Education; **Social Studies MINOR:** Geography

STUDY ABROAD

- The Gustavus Choir Tour of the British Isles and Paris - January, 2015
- James Cook University, Townsville, Australia - Spring Semester, 2014
- Gustavus Adolphus College Course - Religion, Culture and Identity of Cuba - January, 2014

EDUCATION EXPERIENCE

- Student Teaching Placement 2 - International Baccalaureate School in Nice, France, April-May 2015
 - Cooperating Teacher: Philipp Waeffler - Middle Level Geography
- Student Teaching Placement 1 - Lake Crystal Wellcome Memorial Junior High, February-April 2015
 - Cooperating Teacher: Raymond Brozo - 7th Grade US History and 8th Grade World Geography
- Practicum Placement - St. Peter High School, October-November 2014
 - Cooperating Teacher: Brian Odlan - 9th Grade Geography
- AVID Tutor - Le Sueur High School, September - December 2014
 - Cooperating Teacher: Allison Beggs
- Student Educators Association, Gustavus Adolphus College 2012-2014
Co-President: Planning professional development events, and leading bi-monthly meetings to continue professional development

RELATED EXPERIENCE

- Our Saviors Lutheran Church, Hastings, MN - Summer of 2014
 - Summer Youth Intern: Organized and implemented summer youth programming
- EWALU Bible Camp, Strawberry Point, IA - Summers of 2012 and 2013
 - Coordinator: Designed and implemented 2 programs for campers ages 7-9
 - Oversaw counselors and up to 40 campers per program
 - Counselor: Responsible for up to 8 campers for week long camp sessions
- Gustavus Show Choir Camp, Gustavus Adolphus College - Summers of 2012 - 2014
 - Counselor: Worked with High School campers with choreography, vocal training, and team building activities
- Gustavus Youth Outreach, Gustavus Adolphus College - 2013-2015
 - Finance Coordinator: Weekly planning meetings with fellow Coordinators
 - Liaison and head of financial exchanges for private church bookings
- Big Partner Little Partner, Gustavus Adolphus College - 2013
 - Big Partner: Youth mentor to 8 year old St. Peter Boy
- Gustie Guide, Gustavus Adolphus College - 2012-2013
Tour Guide: Marketed the college to prospective students and hosted overnight visits

ACTIVITIES IN HONORS

- Selected by Department Chair to be the Student Representative for 2013 Education Department Admissions Interviews
- Selected by Department Chair to help choose candidate for open tenure track position
- Selected by Department Chair to be a member of yearly Teacher Education Advisory Council, focusing on progress and input from community

Taylor Wasvick
11th St. E
Hastings, MN 55033

Shakopee Public Schools
1200 Town Square
Shakopee, MN 55379

To Whom It May Concern

This is to apply for the open social studies teaching positions in the Shakopee school district. Shakopee is a fantastic school district that is known for running high caliber schools, with a great school environment. In May, I completed my Bachelor of Arts degree in Secondary Social Studies Education, and a minor in Geography. For the past four years, I have been studying at Gustavus Adolphus College and have completed a wide range of preparation and training in hopes of becoming an effective teacher. The teacher education program at Gustavus has prepared me well both in terms of pedagogy and expertise in my content area. Along with the education program, I have gained meaningful experience by serving in leadership roles for several child/adolescent-based programs community. I have applied for my Minnesota Teaching License and am expecting to receive it soon. My license process number is 1 if you would like to view my standings. I believe my Bachelor of Arts degree, my experience with working with students, and my coming license shows my ability to complete the requirements for this position.

I am a student focused teacher candidate with a, relatively, large amount of experience under my belt. I am a teaching candidate that puts students at the center of my focus, and student engagement at the forefront of my lesson preparation. I am passionate in getting students interacting with social studies content in a variety of ways, and focusing and refining their knowledge in the content area with writing and discussion based activities. I am adamant about providing students with individual feedback to allow each student to continue to grow and improve as individuals both in the content area and as whole humans.

As I previously stated, I am a teaching candidate that puts students at the center of my focus, and student engagement at the forefront of my lesson preparation. I am passionate in getting students interacting with social studies content in a variety of ways, and focusing and refining their knowledge in the content area with writing and discussion based activities. I am adamant about providing students with individual feedback to allow each student to continue to grow and improve as individuals both in the content area and as whole humans.

You will find me to be a very outgoing, and direct person that is always ready to improve and learn. This, along with excellent classroom communication skills and management strategies I can address matters of concern in a positive way. I see great importance on collaborating with colleagues and resources to improve myself as a teacher. Nobody works harder than I do to advocate for students and also to ensure that my students have the opportunity to learn in a healthy, positive classroom environment.

During my time student teaching as well as my time at Gustavus, I have continued to push myself to try a wide range of strategies. As previously stated, I push to make lessons more student focused and student involved. I believe learning takes place when students are involved in the lesson.

Please refer to my resume as well as my letters of reference to see accounts of my work in the classroom as well as my work ethic in a professional setting. I thank you for your consideration of me as a candidate. I would greatly appreciate the opportunity to talk with you in person. Please call (651-) or e-mail ([@gustavus.edu](mailto:>@gustavus.edu)) to schedule a time we may talk.

Sincerely,
Taylor Wasvick